

***Managing Sponsored Research at Berkeley Lab
Processes Related to Establishing and Managing Awards***

***Division Analyst
Summary Roles and Responsibilities***

Advances

- Works with PI prior to submitting the proposal to SPO to assure that the advance requested will cover the 4 highest months of cost (including the start up, equipment, and 4 months of operations costs) of the research award. This will assure that a positive cash position is maintained through out the award period of performance.

Billing the Sponsor

- Serves as an advisor to the Principal Investigator on financial/administrative matters on sponsored research awards and assures
 - The cost of the transaction is reasonable
 - The transaction represents a reasonable allocation of the cost
 - The transactions are within the award funding (contract value), available cash balances, and period of performance.
 - All award costs are treated consistently with regard to direct and indirect allocation and Cost Accounting Standards.
- Validates the availability of funds for human resource, financial, and other actions that result in costs on sponsored research awards in the following areas:
 - Processes financial transactions (i.e. certifies invoices).
 - Reviews and analyzes financial reports for sponsored awards
 - Ensures the correct burden codes and other attributes are assigned to the proposal and the project.
 - Prepares documents and provides information for re-budgeting if required by Sponsor.
 - Prepares requests for Resource Adjustments (cost transfers) and validates for posting by Accounting.
 - Prepares documents and provides information for compliance with effort reporting (such as "NIH Other Support") on sponsored award.
- Reports instances of financial non-compliance with applicable financial regulations and LBNL policies.

Invoice Payment and Collections

- Provide information and prepares documents to resolve cost overruns
- Works with PI, SPO Contracts Officer, and Accounts Receivable to resolve problems with slow and nonpayment (collection) of invoice payments.
- Close projects in order to suspend work due to nonpayment of invoices at the request of Accounts Receivable and Sponsor Projects Office.

Costs Exceed Award Funding (Contract Value) or Occur After the Period of Performance

- Works with PI to maintain spending patterns to assure that costs will not exceed the total award funding.
- Works with PI in order not incur new costs after the Period of Performance.

Award Expiration and Closeout

- WFO/CRADA Closeout Checklist: Using the Internal LBNL WFO/CRADA Closeout Checklist, assists the PI in assuring all required closeout actions have been completed to allow for:
 - Final Invoice and Other Sponsor Required Financial Reports: Assists the PI to determine if all costs are final and advises AR that a final invoice can be sent to the Sponsor in accordance with the Laboratory's Sponsored Research Closeout Procedures for the Sponsor.
 - Final Deliverable/Progress Report: Assists the PI, depending on each Division's support structure, in preparing the Final Deliverable/Progress Report for submittal to the Sponsored Projects Office in accordance with the Laboratory's Sponsored Research Closeout Procedures for the Sponsor.